



DAVID A. COLE
COMMISSIONER

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

JOB VACANCIES

BULLETIN: 03-108

Account Clerk I

Date: 8/11/03 **Expires:** 8/25/03

PAY RANGE: 09 **POSITION TYPE:** Permanent full-time

LOCATION: Augusta/Winthrop **Class Code:** 0311 **POSITION NUMBER:** 0746

BUREAU/DIVISION: Bureau of Finance & Administration/Accounting Services Division

JOB DESCRIPTION: This is office support involving the application of bookkeeping principles. The incumbent is responsible for the preparing invoices for payment, processing expense vouchers for payment, processing internal payments, and other duties as assigned. Work is performed under immediate supervision.

MINIMUM QUALIFICATIONS: In order to qualify, you must have one (1) year of education or experience involving the application of bookkeeping or accounting principles.

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be tested, scored, and placed on the register. Employees on the register who are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from existing competitive registers at the State Bureau of Human Resources. Internal transfers (those already in the above classification for DOT) who are interested in an interview may contact **Israel Cunningham 624-3200** to be interviewed along with certified candidates.